

## Message Text

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72

ORIGIN SS-20

INFO OCT-01 NEA-10 ISO-00 CPR-02 A-01 SY-04 OC-06 CCO-00

RSC-01 /045 R

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APPROVED BY S/S - WHLUERS

S - LPBREMER

S/S-EX - RMILLER

NEA/EX - TWDAVIS

S/S-S:RSEITZ

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P 250114Z APR 74

FM SECSTATE WASHDC

TO AMCONSUL JERUSALEM PRIORITY

AMEMBASSY TEL AVIV

C O N F I D E N T I A L STATE 084265

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM  
CONSISTING OF FSO PAUL BARBIAN AND SECRETARY SHELLY  
SWITZLER WILL SUPPORT SECRETARY'S VISIT TO JERUSALEM.  
THEY WILL ARRIVE APRIL 30 TO HELP COMPLETE ARRANGEMENTS.  
WILL SEND FLIGHT NUMBER AND ARRIVAL TIME WHEN KNOWN.

FSO SHOULD BE ASSIGNED TO S/S BEGINNING ADVANCE TEAM'S  
ARRIVAL, SHOULD MEET S/S TEAM AT AIRPORT, AND SHOULD BE  
AVAILABLE THROUGHOUT STAY TO PROVIDE ASSISTANCE. ONE  
TOP SECRET CLEARED SECRETARY SHOULD BE AVAILABLE ON  
TWENTY-FOUR HOUR BASIS. A FILE OF ALL MESSAGES THE POST  
HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO  
S/S UPON ARRIVAL OF THE ADVANCE TEAM.

2. SCHEDULING: AS ARRANGEMENTS FOR THE VISIT TAKE SHAPE,  
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THE POST SHOULD PREPARE A DETAILED SCHEDULE FOR THE

SECRETARY. THE INITIAL VERSION OF THIS SCHEDULE SHOULD BE SENT BY IMMEDIATE CABLE TO THE DEPARTMENT, SLUGGED QUOTE FOR S/S, UNQUOTE ON OR BEFORE APRIL 26. THIS SCHEDULE SHOULD THEN BE UPDATED BY CABLE AS CHANGES BECOME NECESSARY. (SEE ALSO PARA 9, STATE 82435).

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS.

3. ADMINISTRATIVE AND VEHICLE ARRANGEMENTS WILL BE COVERED IN STATE 82929.

4. ATTENTION OF S/S CONTROL OFFICER IS DRAWN TO PARAGRAPH 7D OF ADMINISTRATIVE REQUIREMENTS CABLE REGARDING COURIERS AND THEIR VEHICLES.

5. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR:

(A) AIRPORT TO HOTEL;

(B) AIRPORT TO RESIDENCE;

(C) AIRPORT TO CONGEN;

(D) HOTEL TO RESIDENCE;

(E) HOTEL TO CONGEN;

(F) HOTEL TO FOREIGN MINISTRY;

(G) RESIDENCE TO CONGEN;

(H) RESIDENCE TO FOREIGN MINISTRY;

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(I) CONGEN TO FOREIGN MINISTRY;

(J) DRIVING TIMES TO OTHER KNOWN DESTINATIONS, SUCH AS HOTEL OR EMBASSY OR RESIDENCE TO SPECIFIC LOCATION OF OFFICIAL RECEPTIONS OR OTHER FUNCTIONS.

6. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S-S, LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10-1/2 INCH PAPER.  
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E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES: INSTRUCTIONS ON THE HANDLING OF ONE DAILY SPECIAL SUMMARY FOR THE SECRETARY WILL BE SENT SEPTEL.

7. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING);

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. SECRETARIAT OFFICERS SHOULD NOT HAVE TO EDIT PACKAGES FURTHER BEFORE SUBMITTING THEM TO THE SECRETARY AND OTHER READERS. OFFICER ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

C. COPIES OF ENGLISH LANGUAGE NEWSPAPER SHOULD BE MADE AVAILABLE TO MEMBERS OF PARTY AT HOTEL. FIVE CONFIDENTIAL

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COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY SHOULD BE POUCHED DEPT. TO ATTN. OF S/S-S AFTER DEPARTURE OF PARTY.

8. ALL CABLES WHICH REFER TO SPECIFIC DATES, TIMES & PLACES IN SECRETARY'S SCHEDULE SHOULD BE TRANSMITTED EXDIS.

9. MANY THANKS FOR YOUR ASSISTANCE. WE LOOK FORWARD TO WORKING WITH YOU ONCE AGAIN. KISSINGER

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## Message Attributes

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